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## FIRST AID POLICY AND PROCEDURES

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### Purpose

The purpose of this First Aid Policy and Procedures document is to establish clear guidelines for the provision of first aid within Trendie. This policy aims to ensure the safety and well-being of all employees, visitors, and contractors by providing immediate and effective first aid response in the event of illness or injury. It aligns with Australian workplace health and safety legislation and promotes a safe working environment.

### Scope

This policy applies to all Trendie employees, contractors, and visitors across all company locations. It outlines the responsibilities, procedures, and protocols for administering first aid in the workplace, including the maintenance of first aid facilities, equipment, and training.

### Legislative Context

This policy complies with the following Australian legislation and regulations:

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)
- Relevant state and territory-specific WHS legislation and regulations
- Safe Work Australia's First Aid in the Workplace Code of Practice

### Policy Statement

Trendie is committed to providing a safe and healthy work environment. To support this commitment, Trendie will:

- Ensure that appropriate first aid facilities and equipment are available at all times.
- Provide adequate first aid training to designated personnel.
- Implement procedures for responding to first aid incidents effectively.
- Comply with all relevant Australian legislation and regulations regarding first aid in the workplace.



## First Aid Principles

- **Immediate Response:**

First aid should be provided as quickly as possible to prevent further harm and promote recovery. The primary goals are to preserve life, prevent the condition from worsening, and promote recovery.

- **Trained Personnel:**

Only qualified first aiders should administer first aid. All designated first aiders must hold a current First Aid Certificate from a recognised training provider, in line with Australian standards.

- **Adequate Equipment and Facilities:**

First aid kits and equipment must be easily accessible and appropriately stocked according to the specific hazards present in the workplace. First aid rooms or areas should be provided in high-risk workplaces or where required by legislation.

- **Confidentiality and Respect:**

All first aid incidents must be handled with confidentiality and respect for the individual's privacy. Personal health information should be kept secure and disclosed only to those involved in the person's care or as required by law.

## Responsibilities

- **Employees:**

All employees should be aware of the first aid procedures and the location of first aid facilities and equipment. They must report any workplace injuries or illnesses immediately to a designated first aider or their supervisor.

- **First Aiders:**

Designated first aiders are responsible for providing initial care in the event of an illness or injury. They must maintain their first aid qualifications and ensure first aid kits are regularly checked and restocked. First aiders must document all incidents in the first aid register.



- **Managers and Supervisors:**

Managers and supervisors are responsible for ensuring that adequate first aid facilities and trained personnel are available within their areas of responsibility. They must ensure that all incidents are reported and investigated according to company procedures.

- **HR and WHS Departments:**

The HR and WHS departments are responsible for coordinating first aid training, maintaining records of first aid incidents, and ensuring compliance with relevant legislation. They are also responsible for reviewing and updating this policy as required.

## First Aid Procedures

- **Incident Response:**

- Assess the situation to ensure it is safe to approach.
- Provide first aid within the limits of your training.
- Call emergency services (000) if necessary.
- Remain with the injured or ill person until further medical assistance arrives.

- **Documentation:**

- Record all first aid incidents in the First Aid Register, including details of the injury or illness, the treatment provided, and any follow-up actions.
- Confidentiality must be maintained when documenting and storing first aid records.

- **Notification and Reporting:**

- Notify the injured person's immediate supervisor and the HR department as soon as possible.
- If the incident is serious or notifiable under WHS legislation, report it to the relevant health and safety authority as required by law.



- **First Aid Kits and Equipment:**

- First aid kits must be checked monthly and restocked as needed. Items must be replaced before their expiry date.
- Automated External Defibrillators (AEDs), if available, should be checked regularly to ensure they are in working order.

- **First Aid Training:**

- Designated first aiders must undergo regular training to maintain their qualifications. Training should be in accordance with the requirements set out in Safe Work Australia's First Aid in the Workplace Code of Practice.
- Employees should be encouraged to participate in basic first aid awareness sessions.

- **Review and Monitoring:**

- All first aid incidents will be reviewed to identify trends and areas for improvement.
- The effectiveness of the first aid response will be monitored, and changes to procedures will be made as necessary.

## **Compliance and Enforcement**

Trendie expects all employees to adhere to this First Aid Policy and Procedures. Failure to comply may result in disciplinary action. This policy will be enforced in accordance with the company's broader WHS policies and procedures.

## **Review and Updates:**

This First Aid Policy and Procedures document will be reviewed annually or as required to reflect changes in legislation, regulations, or organisational needs. Employees will be informed of any updates to the policy.



# Trendie

## Implementation

- This policy will be communicated to all employees upon induction and will be accessible on the company intranet.
- First aiders will receive a copy of this policy as part of their training materials.
- Managers will be briefed on their responsibilities under this policy to ensure effective implementation.

By following this policy and its procedures, Trendie aims to provide prompt and effective first aid care, reducing the impact of workplace injuries and illnesses and promoting a safe and healthy work environment.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

[info@trendie.com.au](mailto:info@trendie.com.au) 

[www.trendie.com.au](http://www.trendie.com.au) 